

DEPARTMENT OF THE NAVY (DON) INTERIM PERFORMANCE APPRAISAL FORM

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Chapter 43 Performance Appraisal and SORN DPR 34.

PURPOSE(S): The information requested is used for performance planning and results reporting documentation requirements for the DON Interim Performance Management System for positions transitioned from NSPS to GS.

ROUTINE USES: The information provided in this form will only be accessed by command personnel with a defined need to know for the purpose of meeting the requirements of the DON Interim Performance Management System.

DISCLOSURE: Voluntary; however failure to provide the information requested may impede, delay or prevent further processing.

SECTION 1 - PERFORMANCE PLAN

PART A - ADMINISTRATIVE DATA

1. APPRAISAL PERIOD: a. **START DATE:** 01 Oct 2016

b. **END DATE:** 30 Sep 2017

2. EMPLOYEE NAME (Last, First, Middle Initial):

MARTIN, BRIAN, K

3. EMPLOYEE ID:

(b) (6)

4. POSITION TITLE:

HEALTH SYSTEMS SPECIALIST

5. GENERAL SCHEDULE (GS) GRADE AND STEP:

GS-14/06/0671

6. ORGANIZATION: 42810 BUMED DETACHMENT JACKSONVILLE

PART B - PERFORMANCE PLAN DOCUMENTATION

**1. POSITION DESCRIPTION
CERTIFICATION**

(to be completed by Rating Official)

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I certify that the employee's position description (PD) is current and accurate

2. PLAN DOCUMENTATION

The following signature blocks document the required steps in the appraisal process. The Performance Plan column must be filled in upon initial development of the performance plan. Should any changes to the plan be made during the appraisal period, the Adjusted Elements column(s) on Page 2 will be filled in to reflect the information at the time of the change. The Progress Review column must be filled in upon completion of the required Progress Review. The Annual Assessment column must be filled in upon completion of the required Annual Assessment at the end of the appraisal period. Should a Close-out Assessment be required, the Close-out Assessment column(s) on Page 2 will be filled in to reflect the information at the time of the Close-out Assessment.

Once Senior Rating Official approves each part, fields in the part will be locked for further editing.

	PERFORMANCE PLAN	PROGRESS REVIEW	ANNUAL ASSESSMENT
MEANS OF DELIVERY:			
RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
RATING OFFICIAL SIGNATURE:			
RATING OFFICIAL SIGNATURE DATE:			
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
SENIOR RATING OFFICIAL SIGNATURE:			
SENIOR RATING OFFICIAL SIGNATURE DATE:			
Employee Signature Implies Acknowledgement And Does Not Constitute Agreement With Content			
EMPLOYEE SIGNATURE:			
EMPLOYEE SIGNATURE DATE:			

PART D - CRITICAL ELEMENT PERFORMANCE STANDARDS

A critical element performance standard is a general description of a level, requirement, or expectation of employee performance that must be met to be appraised at a particular level of performance. Performance standards are contained in Appendix C of the document Interim Performance Management System Covering Positions Transitioning to the General Schedule from NSPS and are defined by career stage - entry, journey, and expert. A single career stage will be used for all critical elements. The supervisory performance standard is used only for supervisory critical elements. Select the appropriate career stage below.

☒

Entry

☐

Journey

☐

Expert

Supervisor:

Yes ☐

No ☐

Career Stage: Entry

Element Level: Acceptable

With guidance and assistance:

- Accomplished the stated critical element, achieving desired results that were sound, accurate, thorough or documented; met applicable authorities, standards, policies, procedures and guidelines.
- Planned, organized, prioritized and scheduled own work activities to deliver the critical element in a timely and effective manner.
- Demonstrated ability to work well with others.

Career Stage: Entry

Element Level: Unacceptable

Though guidance was provided:

- Failed to achieve all or part of the stated critical element by failing to provide products or services that were sound, accurate, thorough, documented and/or failed to meet applicable authorities, standards, policies, procedures or guidelines; or
- Failed to plan, organize, prioritize and schedule own work activities to deliver the critical element in a timely and effective manner; relied on others to redo or complete work assignments; or
- Demonstrated poor cooperation or inability to work with others.

PART E - CRITICAL ELEMENTS

Critical elements are work assignments, goals, objectives, or responsibilities of such importance that unacceptable performance on the element would result in a determination that an employee's overall performance is unacceptable. A critical element must be sufficiently specific in nature so as to be understandable by the employee and assessable by a rating official, be comprehensive enough to span the entire rating period or a substantial portion thereof, and must be commensurate with the employee's grade, experience, and position requirements. A performance plan must have a minimum of two, but generally between three and five critical elements, that address individual expectations and goals.

CRITICAL ELEMENT 1	TITLE:
CRITICAL ELEMENT 2	TITLE:
CRITICAL ELEMENT 3	TITLE:
CRITICAL ELEMENT 4	TITLE:
CRITICAL ELEMENT 5	TITLE:

PART E0 - ORIGINAL CRITICAL ELEMENTS

CRITICAL ELEMENT 1

TITLE:

CRITICAL ELEMENT 2

TITLE:

CRITICAL ELEMENT 3

TITLE:

CRITICAL ELEMENT 4

TITLE:

CRITICAL ELEMENT 5

TITLE:

PART E1 - ADJUSTED CRITICAL ELEMENTS

CRITICAL ELEMENT 1

TITLE:

CRITICAL ELEMENT 2

TITLE:

CRITICAL ELEMENT 3

TITLE:

CRITICAL ELEMENT 4

TITLE:

CRITICAL ELEMENT 5

TITLE:

PART E2 - ADJUSTED CRITICAL ELEMENTS

CRITICAL ELEMENT 1

TITLE:

CRITICAL ELEMENT 2

TITLE:

CRITICAL ELEMENT 3

TITLE:

CRITICAL ELEMENT 4

TITLE:

CRITICAL ELEMENT 5

TITLE:

PART E3 - ADJUSTED CRITICAL ELEMENTS

CRITICAL ELEMENT 1

TITLE:

CRITICAL ELEMENT 2

TITLE:

CRITICAL ELEMENT 3

TITLE:

CRITICAL ELEMENT 4

TITLE:

CRITICAL ELEMENT 5

TITLE:

PART F - PROGRESS REVIEW

At least one progress review will be completed for each employee during the appraisal period. At this time, the employee will be informed of how they are progressing with regard to their critical elements. Progress reviews do not require the assignment of a rating of record.

CRITICAL ELEMENT 1	TITLE:
CRITICAL ELEMENT 2	TITLE:
CRITICAL ELEMENT 3	TITLE:
CRITICAL ELEMENT 4	TITLE:
CRITICAL ELEMENT 5	TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G1 - CLOSE-OUT ASSESSMENT

A close out assessment must be conducted when:

- (a) An employee completes a detail or temporary promotion of 120 days or longer under established critical elements; or
- (b) An employee changes positions, is promoted, or moves to a new agency/activity after being under established critical elements for a minimum of 90 days; or
- (c) The first-level supervisor leaves the position after the employee is under established critical elements for a minimum of 90 days. In this situation, the employee may continue under the same performance plan unless changed by the new supervisor.

CRITICAL ELEMENT 1 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G1 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 2 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G1 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 3 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G1 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 4 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G1 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 5 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G2 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 1 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G2 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 2 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G2 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 3 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G2 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 4 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G2 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 5 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G3 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 1 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G3 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 2 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G3 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 3 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G3 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 4 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G3 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 5 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART H - ANNUAL ASSESSMENT

To receive a rating of record, an employee must have performed for a minimum period of 90 days under an approved performance plan in the same position. If necessary, an employee's rating period may be extended by the rating official with approval from the senior rating official beyond the end of the rating period to allow for the 90-day minimum to be met, as long as the extension does not interfere with the ability to manage any part of the rating and rewarding process for the employee's organization.

CRITICAL ELEMENT 1 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART H - ANNUAL ASSESSMENT

CRITICAL ELEMENT 2 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART H - ANNUAL ASSESSMENT

CRITICAL ELEMENT 3 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART H - ANNUAL ASSESSMENT

CRITICAL ELEMENT 4 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART H - ANNUAL ASSESSMENT

CRITICAL ELEMENT 5 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

SECTION 2 - RATING OF RECORD**PART I - ANNUAL PERFORMANCE RATING OF RECORD**

CRITICAL ELEMENT	CRITICAL ELEMENT TITLE	INDIVIDUAL ELEMENT LEVEL
1		
2		
3		
4		
5		

RATING OF RECORD (If any one critical element is assigned "Unacceptable," then input "Unacceptable." Otherwise, input "Acceptable.")

☐ Rating of Record based on Close-out Appraisal

PART J - COMMAND USE